

## POLICY 320 STANDARDS OF CONDUCT

### 320.4.6 UNAUTHORIZED ACCESS, DISCLOSURE OR USE

#### Best Practice

1.1.1.

- a. Unauthorized and inappropriate intentional release of confidential or protected information, materials, data, forms or reports obtained as a result of the member's position with this department.
- b. Disclosing to any unauthorized person any active investigation information.
- c. The use of any information, photograph, video or other recording obtained or accessed as a result of employment or appointment to this department for personal or financial gain or without the express authorization of the Sheriff or the authorized designee.
- d. Loaning, selling, allowing unauthorized use, giving away or appropriating any Cache County Sheriff's Office badge, uniform, identification card or department property for personal use, personal gain or any other improper or unauthorized use or purpose.
- e. Using department resources in association with any portion of an independent civil action. These resources include, but are not limited to, personnel, vehicles, equipment and nonsubpoenaed records.

THIS RECORD IS  
**PROTECTED**  
UCA 63-2-101  
Cache County Sheriff's Office by [Signature]